

**Port Ludlow Drainage District (PLDD)**  
**August 10, 2023**  
**Board of Commissioners Meeting - #0309**  
**Zoom/In Person Meeting - Minutes**

1. **CALL TO ORDER:** Chair Rygmyr remotely called Meeting #0309 of the Port Ludlow Drainage District to order at 10:00 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.

2. **ROLL CALL:** Commissioner 1, Chair Gary Rygmyr present via Zoom. Vice Chair, Commissioner 2, Dean Cole and Commissioner 3, Michael Nilssen were present. Administrative Coordinator Mary Paxton was present.

**PUBLIC:** One unidentified caller.

3. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda. Chair Rygmyr and Commissioner Nilssen recommended the following corrections to the consent agenda: 7.a. Minutes 1) item 7.a. Beach Outfall inspection. Add a sentence stating the beach bluffs were not part of the inspection of beach outfalls and replace the words 'vegetation clearance' with 'branch and vine trimming'. 2) Minutes item 10 a. Financial Report, paragraph 1 sentence 2, replace the word. 'budget' with the word 'assessment'.

Consent agenda item 7.b. Port Ludlow Drainage District Voucher attachment: There is a typographical error with the Falge Financial voucher entry in the right-hand column. The number four in the amount 4250.00 should be replaced with a dollar sign to read \$250.00.

**MOTION:** Chair Rygmyr moved to approve the agenda. Commissioner Nilssen seconded and the motion passed unanimously.

4. **PUBLIC COMMENT:** There was no public comment.

5. **COMMISSIONER COMMUNICATIONS:** Commissioner Nilssen shared that he emailed the Commissioners the MRSC practice tips for Open Meeting Act. Administrative Coordinator Mary Paxton confirmed she had received Nilssen's Open Meeting Act Certificate for the PLDD file.

6. **PUBLIC INQUIRIES:** Chair Rygmyr stated public inquiries had not been received since the July meeting. Chair Rygmyr reported that Yarddogs Landscaping, Inc. will be completing the vegetation clearance near 150 Resolute Lane by the end of August.

7. **CONSENT AGENDA:** Chair Rygmyr introduced the consent agenda with minutes of the July 13, 2023 Meeting #308 and 309 Vouchers for the month of August.

**MOTION:** Commissioner Nilssen moved to approve the consent agenda with corrections to the July 13, 2023 minutes as noted in the agenda approval and the 0309 Voucher Summary numbers 23-059 through 23-069 totaling \$10,570.09 with \$1,189.55 for payroll,

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\$66 for supplies, \$9,314.54 for services with the correction to the Falge Financial voucher \$250.00 instead of 4250.00. Vice-Chair Cole seconded the motion. The motion passed unanimously.

## **8. NEW BUSINESS:**

**8.a. 2024 ELECTION:** Chair Rygmyr reported that he met with the Jefferson County Elections and stated the Department would like to confirm the dates for filing papers for the Commissioner 2 position. There was consensus that Chair Rygmyr should confirm the suggested filing dates of Monday, December 11 to Friday, December 15<sup>th</sup>.

Commissioner Nilssen raised concern about the projected election cost of \$40,000 compared to prior budgeted amounts of \$10,000 and noted the cost could break down to \$33 per assessed parcel in the District. Commissioner Nilssen suggested that the Commission explore more cost-effective alternatives and meeting with the Jefferson County Elections to obtain a clearer understanding of the cost and researching the actual cost of the last election (2014 Jim Boyer). It was the consensus of the Commissioners that Commissioner Nilssen should meet with the Jefferson County Elections to explore more cost-effective options for the 2024 election.

**8.b. EMAIL ADDRESSES:** The Commissioners discussed naming conventions for email addresses. Commissioner Nilssen raised a security concern that occurred within the past year related to information erroneously emailed to the wrong party. He noted that many agencies within Jefferson County use emails that begin with the first initial of a person's first name followed by their surname and then the agency email instead of the current convention of the commissioner number.

The Administrative Coordinator was directed to consult with Jason Earamo of Sea-wing Designs and provide a report at the September meeting.

## **OLD BUSINESS**

**9.a. REVIEW MEMO SUMMARIZING FINDINGS OF THE BEACH OUTFALL INSPECTION CONDUCTED ON JULY 13, 2023.** Chair Rygmyr noted the memo was included with the agenda materials. Chair Rygmyr suggested that Yarddogs Landscaping, Inc. could be contacted to prepare a cost estimate for the branch and vine trimming recommended in the memo. It was the consensus of the Commissioners that Chair Rygmyr should meet with Russ Lowry of Yarddogs Landscaping, Inc. to develop a task order.

Commissioner Nilssen raised a concern about the ambiguity of responsibility for maintenance for an outfall between the Pope outfall and the sewer treatment outfall and a black outfall barrel on the beach. During discussion, it was questioned whether the outfall was part of Area 29 or the responsibility of Jefferson County. It was the consensus of the Commissioners that further investigation is warranted but that the matter is not urgent.

**9.a. Continued Discussion of future Maintenance Contract and public works contracting in relation to Resolution 2020-04 Resolution Clarifying Small Works Procedures, and guidance from MRSC publications.**

**Recommended Action:** Recommend proceeding with the public contact process for maintenance and authorize consulting Engineer Kerri Sidebottom to develop a preliminary scope of work for the Maintenance Contract which expires in December.

**9.b. DISCUSSION OF PORT LUDLOW DRAINAGE DISTRICT SCOPE OF RESPONSIBILITIES.** Chair Rygmyr explained that Section 1.d. of the Founding documents include a list of eight items of responsibility that were reviewed at the July meeting. He was directed to prepare a resolution summarizing the District's responsibility. He recommended upon further consideration to review each item more carefully as a joint effort at a future meeting or workshop. Commissioners Nilssen and Cole concurred with Chair Rygmyr's suggestion.

Chair Rygmyr reported that he met with Russ Lowry of Yarddogs Landscaping Inc. to review the maintenance table and clarify frequency of maintenance in each zone. He said the next step will be to review the table with consulting Engineer Kerri Sidebottom and the Commissioners. Chair Rygmyr reported that it is likely that the cost for maintenance services will be higher when the new contract is developed at the end of the year because zones have been added, there are more hours and the current contract is a good deal.

**9.c. WEB SITE CONTENT REVIEW:** The Commissioners reviewed the maps on the ABOUT page. There was consensus to replace the three maps with the updated Maintenance Map that will display the boundaries of the District when it is finalized with a link to the Maintenance Table that is being updated. The Maintenance Map and Table should be placed on the September agenda for a final review. There was consensus that all maps removed from the web page should be archived.

The Commissioners agreed to keep the inspection report information on the HOME page with suggested language emailed to the Commissioners by Chair Rygmyr with links to each inspection report.

The Commissioners discussed a tab for public inquiries. Commissioner Cole and the Administrative Coordinator were directed to provide recommendations at the September meeting.

Commissioner Cole reported that he contacted legal counsel to inquire about the Claim Form. He reported that Andrew Tsoming recommended keeping the Claim form on the PLDD web site and securing a copy of the form from District's insurance company, Enduris. Commissioner Nilssen reported that MRSC recommended to contact ENDURIS to inquire if there is an updated Claim Form

**9.d. WEB SITE INFRASTRUCTURE MAINTENANCE:** Chair Rygmyr reported that the District has developed a strategy for managing meeting recordings and security review is adequate. The Administrative Coordinator was directed to provide a written protocol for accessing files in the Cloud with one drive at the September meeting.

**9.e. PORT LUDLOW DRAINAGE DISTRICT BULLETIN BOARD:** It was reported that portraits were recently provided from Chair Rygmyr and Commissioner Nilssen for the “Meet Commissioners” flier for the bulletin board.

**10. REPORTS:**

**10.a. FINANCIAL REPORTS: 2023 BUDGET STATUS AND 2024 BUDGET:**

Commissioner Nilssen reported that he received a memo from Jefferson County Auditor that the PLDD budget must be submitted by November 30, 2023. Commissioner Nilssen outlined the timeline for the budget review identified in the Bylaws. A draft review in September, Public Hearing in October and final approval in November. He has directed consulting Engineer Kerri Sidebottom to prepare a preliminary 2024 budget with 3% inflation, except for a 5% increase for office expenses. He said an Executive Session should be held at the September meeting for review of the Administrative Coordinator pay rate and performance.

Chair Rygmyr mentioned that the Maintenance Contract could be significantly higher in 2024. He stated the updated maintenance table reflects more hours and the cost for services could increase to between 30% and 100%. He also suggested building a \$4,000 to \$5,000 buffer for unanticipated one-time maintenance costs.

Commissioner Nilssen reported that the 2022 annual Statement of Income and Expenses was accidentally included in the agenda packet and noted that he emailed the Commissioners the corrected July report. The Administrative Coordinator will post the corrected report with the agenda materials. Commissioner Nilssen reported the year-to-date revenue from assessments is close to \$44,000 which is \$9,000 more than this time last year. The year-to-date expenses of \$38,298 are \$8,000 more than this time last year and the District is still under budget.

**11. SIGNING OF THE DOCUMENTS** will be done by the Commissioners via Adobe E-Sign within 5 business days of the approval as provided for in Resolution 2020-01 and 2020-02.

**12. MEETING ADJOURNMENT:**

**MOTION:** Commissioner Cole moved to adjourn the meeting and Commissioner Nilssen seconded the motion. The Motion carried. The meeting adjourned at 11:45. am.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

  
Gary Rygmyr (Sep 15, 2023 10:35 PDT)

Commissioner 1, Gary Rygmyr, Chair

15/09/2023

Date

  
Dean Cole (Sep 16, 2023 14:39 PDT)

Commissioner 2, Dean Cole

16/09/2023

Date

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Commissioner 3, Michael Nilssen

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Date

*The Port Ludlow Drainage District (PLDD) posts minutes and meeting recordings on its39 website.*

ATTACHMENT TO COUNTY CHECK REQUEST PLDD Meeting 0309  
 PLDD Voucher Summary for Fund #695 001 010  
 August 10, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-059	Mary Paxton – Employee Payroll Hours worked in JULY	8925	5535210	\$514.75	\$514.75
23-060	Dean Cole- July Meeting attendance and Special Meeting on July 13 for beach outfall inspections	9255	5535230 Commission Meetings	\$207.90	\$207.90
23-061	Michael Nilssen - July Meeting attendance and Special Meeting on July 13 for beach outfall inspections	9228	5535230 Commission Meetings	\$233.45	\$233.45
23-062	Gary Rygmyr - July Meeting attendance and Special Meeting on July 13 beach outfall inspections	9227	5535230 Commission Meetings	\$233.45	\$233.45
<i>Payroll Subtotal</i>				<i>\$1,189.55</i>	<i>\$1,189.55</i>
23-063	Enduris Insurance Annual renewal Invoice #R24-371-1	2354	5535344	\$5,475.00	\$5,475.00
23-064	Falge Financial, Inc. Invoice #4144 Bookkeeping Services for month of July	9022	5535444	\$250.00	\$250.00
23-065	Gray & Osborne, Inc. Invoice #7 General Engineering services June 18 through July 15	3041	5535140	<del>\$1,318.82</del> \$1,318.82	\$1,318.82
23-066	Ludlow Maintenance Commission Invoice #5239 July room rental with OWLS recording	4574	5535341	\$109.10	\$109.10
23-067	Ogden Murphy Wallace, Invoice #879087 Legal services thru June 30	5610-695	5535443	\$216.00	\$216.00
23-068	Sea-Wing Designs Invoice #1329 – Video updates 6/26/2023	7001	5535345	\$60.00	\$60.00
23-069	Yarddogs Landscaping, Inc Invoice #202308 Maintenance thru July	8781	55435040	\$1,885.62	\$1,885.62
<i>Vouchers for services subtotal</i>				<i>\$9,314.54</i>	<i>\$9,314.54</i>
23-059	Roll of Postage Stamps	8925	5535342	\$66.00	\$66.00
<i>Vouchers for supplies subtotal</i>				<i>\$66.00</i>	<i>\$66.00</i>
<b>TOTAL</b>				<b>\$10,570.09</b>	<b>\$10,570.09</b>

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim.  
SUBSCRIBED THIS \_\_10<sup>th</sup> DAY OF \_August, 2023

APPROVED  
Port Ludlow Drainage District

Audited By \_\_\_\_\_  
Date: \_\_\_\_\_

Commissioners Signatures

  
Gary Pugh (Aug 11, 2023 14:53:14 PDT)

  
Dean Cole (Aug 10, 2023 22:13:37 PDT)



  
Dean Cole (Aug 10, 2023 22:13:37 PDT)

# ATTACH Voucher PLDD 0309 08 10 2023

Final Audit Report

2023-08-11

Created:	2023-08-10
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAArX-AqIN67x2Z298jJC3NW2Ox5gHJhIBJ

## "ATTACH Voucher PLDD 0309 08 10 2023" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)  
2023-08-10 - 9:46:02 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature  
2023-08-10 - 9:46:06 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature  
2023-08-10 - 9:46:06 PM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature  
2023-08-10 - 9:46:06 PM GMT
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)  
2023-08-10 - 10:47:18 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)  
Signature Date: 2023-08-10 - 11:14:01 PM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)  
2023-08-11 - 5:12:46 AM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)  
Signature Date: 2023-08-11 - 5:13:41 AM GMT - Time Source: server
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)  
2023-08-11 - 3:50:25 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)  
Signature Date: 2023-08-11 - 5:14:47 PM GMT - Time Source: server
-  Agreement completed.  
2023-08-11 - 5:14:47 PM GMT

# mtg min 08 10 23 #0309

Final Audit Report

2023-09-16

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-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature  
2023-09-15 - 7:06:26 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature  
2023-09-15 - 7:06:26 PM GMT
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)  
2023-09-16 - 1:33:54 AM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)  
Signature Date: 2023-09-16 - 1:35:09 AM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)  
2023-09-16 - 9:36:28 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)  
Signature Date: 2023-09-16 - 9:39:03 PM GMT - Time Source: server
-  Agreement completed.  
2023-09-16 - 9:39:03 PM GMT